

SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

Volume 8, Issue 3

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FISCAL YEAR END: VACATION OVERAGE

It isn't too early to start thinking about the fiscal year end vacation overage process. If you have classified Executive Branch employees whose vacation leave balances are over the maximum at the end of the fiscal year, you will need to use the timesheets for the pay period ending June 7, 2003 to transfer those vacation hours (up to 20 hours) to sick leave.

This transfer of vacation hours to sick hours is in compliance with Kansas Administrative Regulation (K.A.R.) 1-9-4 that was effective June 2002. If you have unclassified employees who follow Executive Order 98-7, this also applies to them. These instructions do not apply to those unclassified employees who do not follow Executive Order 98-7.

In order to determine if you have any employees over the maximum vacation leave balance, you can generate the Vacation Leave Overage report (KBEN354) located under Reports in Time and Leave. This is an on-line SHARP agency run report, which you may generate anytime during SHARP business hours.

The Vacation Leave Overage report will allow you, at a glance, to see who in your agency has a vacation leave balance that is higher than the maximum. The report lists unique employee information, including the Vacation Leave Overage Hours.

Once you print the report, you will then identify leave taken the last pay period of the fiscal year, if applicable, and vacation leave donated to shared leave, if applicable, that isn't yet reflected in the leave balance and subtract it from the Overage Hours. Once you have this figure, you then access the employee's last timesheet of the fiscal year and enter the **SLA** earnings code and the number of hours that should be transferred to sick leave (up to 20 hours). This figure does not have to be in quarter hour increments.

After you enter the SLA row to the timesheet, turn on the OK to Process? checkbox and save your entry. The sick leave balance will be increased by the hours listed under the SLA earnings code during the final accrual of the fiscal year.

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Readiness Checklist Reminder

The second submission of the Agency Readiness Checklist was due on March 14, 2003. Agencies should return the completed form to Doug Quinn. The completed form can be emailed to SHARPCM@state.ks.us, faxed to (785) 296-1168, or mailed to DISC, Attention: Doug Quinn, Landon State Office Building, Room 751-S, Topeka, KS 66612. A copy of the checklist can be found at <http://da.state.ks.us/sharp/documents/UpgradeMeetingNov7-20.htm>

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SHARP Agency Meetings Scheduled for April

The second round of agency meetings will be held in April, 2003, at Topeka, Wichita and Salina. The schedule is:

April 23, Topeka, 8:00 a.m. to 12:00 p.m., at the Memorial Auditorium

April 24, Wichita, 1:00 p.m. to 5:00 p.m., SRS Conference Room 3080

April 29, Salina, 1:00 p.m. to 5:00 p.m., KHP Training Center Small Auditorium

April 30, Topeka, 8:00 a.m. to 12:00 p.m., at the Memorial Auditorium

Registration is available on the SHARP Customer Service web page. (See page 3) ★

CBT Demo Available

The CBT Demo is available at <http://da.state.ks.us/sharp/documents/CBTDemo.htm>. The SHARP Upgrade Agency Readiness Checklist requires agencies to access and test the CBT Demo from each computer that will be used for SHARP. This will ensure that all your software is compatible for using the CBT. ★

SHARP Infolist Update

If your email address has changed since you first signed up for the SHARP Infolist, please sign up again. Otherwise any emails addressed to you will bounce back to us. Sign up information is given in the attention block just below. ★

ATTENTION !

**Stay Up-to-Date on the Latest Information About the SHARP Upgrade
by Signing Up for the SHARP Infolist at:**
<http://da.state.ks.us/sharp/infolist.htm>

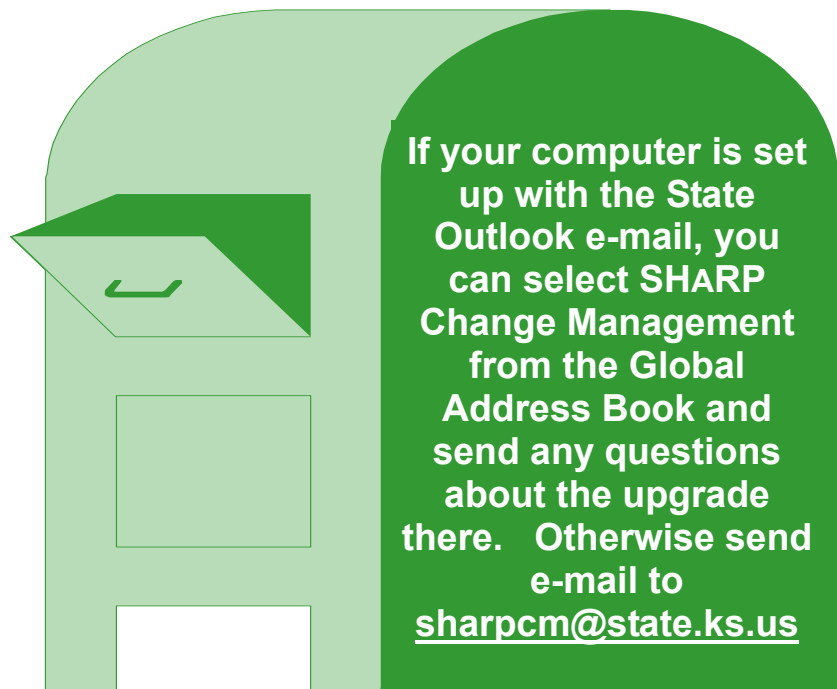
Please Inform All SHARP Users About This Important List !

Vacation Overage Continued

During the final accrual of the fiscal year, the vacation balance is reduced to the maximum allowed by K.A.R. 1-9-4. This will continue to occur. The accrual for the last pay period of the fiscal year is added to the vacation leave balance AFTER the leave has been reduced to the maximum. The accrual amount for the last pay period of the fiscal year is not forfeited until the end of the next fiscal year.

Detailed instructions of how to figure the overage and enter the SLA row in the timesheet are located at <http://da.state.ks.us/sharp/documents/VacationOvrDetails.htm>

For more specific information on leave balance maximums and overages refer to the following: Kansas Administrative Regulation 1-9-4 at <http://da.state.ks.us/ps/documents/regs/art-9.htm#1-9-4>, Bulletin 02-01 at <http://da.state.ks.us/ps/documents/bulletins/0201.htm>, and Executive Order 98-7. ★



SHARP Customer Service Web Page:
<http://da.state.ks.us/sharp>

PeopleSoft 8.0 Free Pre-Class Tutorial
<http://www.psknowledgecenter.com/af/peoplesoft/my/preclass.html>

SHARP-SHOOTER

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